

REPORT FOLLOW-UP

AGENCY: DEPARTMENT OF CORRECTION

On December 9, 2005, the Legislative Services Office released a Management Report on Internal Control for the Department of Correction for fiscal years 2002, 2003, and 2004. The Department was contacted on May 2, 2006, and this follow-up report addresses how it has responded to the four findings and recommendations contained in that report.

STATUS OF RECOMMENDATIONS:

FINDING #1 – Parole and probation cost-of-supervision (COS) receivables was not sufficiently monitored.

We recommended that the Department utilize its offender management system aging reports to identify, collect, and resolve outstanding balances. The reports should also be used to monitor collections by parole and probation officers.

STATUS – IN PROCESS

The Department is currently revising its offender management system for COS and is meeting with other parole and probation staff to determine how to better address the identification and collection of COS receivables.

FINDING #2 – The accounting for inmate special projects was not adequate, and was not sufficiently monitored.

We recommended that the Department continue its development of a replacement project accounting system and require all institutions to use the system.

STATUS – IN PROCESS

The Department is still in the process of revising its special projects system.

FINDING #3 – The Department's purchasing-card (P-card) processes were inadequate to ensure that all purchases are appropriate.

We recommended the Department strengthen controls over P-card transactions by: (1) enforcing the requirements to verify and approve P-card transaction in a timely manner; (2) ensuring that only current P-card users have access to the Department's P-card system, and that all cards listed as active by the bank are issued to current employees only; (3) ensuring that cardholder agreements are on file for all cardholders; and (4) ensuring that P-card purchases are documented by providing receipts and an explanation of what the goods were used for.

STATUS – CLOSED

The Department complied with our recommendations to strengthen its purchasing card controls and processes by implementing the State Controller's automated system and ensuring verification and approval of P-card transactions. The Department also ensures P-card transactions are supported with receipts, has limited the access to the system, and maintains central files for cardholder agreements.

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FINDING #4 – Accounting for travel was not in compliance with Idaho law.

We recommended that the Department comply with the Idaho Code and improve accounting by: (1) submitting signed and approved travel vouchers with supporting documentation in a timely manner, (2) recording all travel costs on the travel voucher (including costs and advances paid by P-cards), and (3) reviewing travel expenditures to ensure they are valid and in accordance with travel regulations.

STATUS – CLOSED

The Department has complied with our recommendations to bring its travel accounting policies into compliance with Idaho law. In addition, further fiscal staff revisions will enhance the efficiency of processing travel documents in a more timely manner.